

General Training Writing Task 1

You should spend about 20 minutes on this task.

The company you work for is planning to provide special training for staff. Your duty is to find out if the local conference centre has suitable facilities in order to hold the training.

Write a letter to the manager of the conference centre. In your letter

- *Give some details about the training course*
- *Describe what kind of equipment you will need for the course*
- *Ask some questions about the facilities at the conference centre*

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

General Training Writing Task 2

You should spend about 40 minutes on this task.

Write about the following topic:

For many young people today, shopping is their favourite free time activity.

Why do you think this has happened?

Should young people be encouraged to do different activities in their free time?

Give reasons for your answer and include any relevant examples from your own experience or knowledge.

Write at least 250 words.